



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY**  
**THE DEPUTY CHIEF OF STAFF, PERSONNEL**  
**UNIT 29351**  
**APO AE 09014**

AEAGA-CE (690-300h)

CPD Letter 300-00-04 15 Dec 2000

Waivers to Employ Retired Military Members

1. PURPOSE: To update procedures for processing waivers to employ retired military members within 180 days following retirement.
2. REFERENCES:
  - a. Deputy Assistant Secretary of the Army (Civilian Personnel Policy) memorandum, dated 14 September 2000, Delegation of Authority to Approve Appointments of Retired Members of the Armed Forces Within 180 Days After Retirement.
  - b. DODD 1402.1
  - c. 5 USC 3318 and 3326.
3. FILING INSTRUCTIONS: This policy is to be filed in front of AR 690-300.
4. This guidance supercedes all previous local guidances.
5. GUIDANCE:
  - a. Reference a delegates authority to approve appointments of retired members of the armed forces within 180-days after retirement to major Army command (MACOM) commanders. The Civilian Personnel Directorate will exercise this authority for the Commanding General, HQ USAREUR/7A. The Civilian Personnel Advisory Centers should assist management in the preparation of the request using the attached checklist as a guide to ensure all required information is addressed in the request.

Encl  
as

//SIGNED//  
ALICE K. WARD  
Chief, US Personnel Programs Division  
Civilian Personnel Directorate

## Waivers to Employ Retired Military Members

## DISTRIBUTION:

Personnel Officer,  
Benelux Civilian Personnel Advisory Center, ATTN: AEAGA-CBX,  
Unit 2119, APO AE 09708  
Grafenwoehr Civilian Personnel Advisory Center, ATTN: AEAGA-CGR,  
Unit 28130, APO AE 09114  
Hanau Civilian Personnel Advisory Center, ATTN: AEAGA-CHA, Unit  
20193, Box 0002, APO AE 09165  
Hythe Civilian Personnel Advisory Center, ATTN: AEAGA-CHY, Unit  
8145, PSC 33, Box 10, APO AE 09447  
Stuttgart Civilian Personnel Advisory Center, ATTN: AEAGA-CST,  
Kelly Bks, CMR 423, APO AE 09107  
Heidelberg Civilian Personnel Advisory Center, ATTN: AEAGA-CHD,  
Unit 29351, Box 180, APO AE 09014-0180  
Kaiserslautern Civilian Personnel Advisory Center, ATTN: AEAGA-  
CKA, Unit 23152, APO AE 09227  
Vicenza Civilian Personnel Advisory Center, ATTN: AEAGA-CVI,  
Unit 31401, Box 26, APO AE 09630  
Wuerzburg Civilian Personnel Advisory Center, ATTN: AEAGA-CWZ,  
Unit 26622, APO AE 09244  
Director, Civilian Personnel Operations Center, Unit 29150, APO  
AE 09100

## 180-DAY WAIVER REVIEW CHECKLIST

A copy of this checklist will be submitted with the request for waiver and all information identified will be addressed in the body of the request. Information not applicable should be so indicated. Incomplete requests will be returned.

**Candidate Selected:** \_\_\_\_\_

**Submitting CPAC:** \_\_\_\_\_

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(Initial & Date)

1. Vacancy was announced with a wide Area of consideration. \_\_\_\_\_
2. Open period for announcement was at least 2 weeks in duration and uploaded to the CPOL. \_\_\_\_\_
3. Proposed appointee is superior to all other candidates. \_\_\_\_\_
4. The civilian position is not a continuation of the retiree's military position. \_\_\_\_\_
5. There is no evidence of preselection. \_\_\_\_\_
6. The vacancy was not held until the retiree became available. \_\_\_\_\_
7. When preceding conditions are met, management and CPAC prepare written justification which includes the information below:
  - a. **Information About the Proposed Appointee:**
    1. Effective date (YYMMDD) of retirement from the Armed Forces. \_\_\_\_\_
    2. Rank at time of retirement. \_\_\_\_\_
    3. Pay grade and Uniformed Service, at time of retirement; whether regular or nonregular. \_\_\_\_\_

4. A current application/electronic resume worksheet completed by the proposed appointee.

\_\_\_\_\_

**b. Information About the Position Involved:**

1. Date (YYMMDD) the position was established.

\_\_\_\_\_

2. Date (YYMMDD) it was last occupied.

\_\_\_\_\_

3. Whether the position was converted from military to civilian status.

\_\_\_\_\_

4. Date (YYMMDD) of conversion (if converted).

\_\_\_\_\_

5. Reason for conversion.

\_\_\_\_\_

6. Whether the proposed appointee was the last military occupant.

\_\_\_\_\_

7. A current position description.

\_\_\_\_\_

8. Whether the position is continuing or temporary.

\_\_\_\_\_

9. A copy of the qualification standards used for the position. If OPM Qualification Standards are used without modification, reference standard only.

\_\_\_\_\_

10. A copy of desired and/or required skills used.

\_\_\_\_\_

11. Whether efforts to fill the position have been continuous since it became vacant; if not, are reasons documented.

\_\_\_\_\_

**c. Consideration of Career Employees:**

1. Copies of any vacancy announcements used to publicize vacancy.

\_\_\_\_\_

2. Justification on how the proposed appointee is superior to all other candidates.

\_\_\_\_\_

3. A statement as to whether appropriate placement/promotion procedures were followed. If not followed; why not. \_\_\_\_\_
- d. Appointment from an OPM register (in addition to 7c above):**
1. A copy of the certificate and announcement number if not on certificate. \_\_\_\_\_
2. A copy of the request for the certificate, and selective factors and name request, if any. \_\_\_\_\_
3. A statement as to how the proposed appointee is superior to higher standing eligibles. \_\_\_\_\_
- e. Appointment from other than an OPM register:**
1. Under what authority, the retired member will be appointed. \_\_\_\_\_
2. If TAPER has been obtained, a copy of the request for eligibles, including selective factors. \_\_\_\_\_
3. If efforts to seek applicants from varied sources, the methods used, including specific dates and places, copies of vacancy notices, and contacts with recruiting sources. \_\_\_\_\_
- f. DAS(CPP) Memo, dated 14 September 2000 and DODD 1402.1:**
1. Reasons for establishing the position, if established in the past year. \_\_\_\_\_
2. The relationship of the position to be filled to the military position the proposed appointee held before retirement, when both positions are at the same employing organization. \_\_\_\_\_

3. A comparison of the qualifications of the proposed appointee and eligible candidates from other sources. Include reasons why the other candidates would not be able to perform the essential functions of the position within a reasonable time. Include copies of candidates' applications. \_\_\_\_\_

4. A description of the placement and promotion procedures followed, the DoD Priority Placement Program, and the RPL. \_\_\_\_\_

**POC:** \_\_\_\_\_

**CPAC:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

MEMORANDUM FOR Headquarters, United States Army, Europe,  
and Seventh Army, Office of Assistant Deputy Chief  
of Staff, Personnel, Civilian Personnel Directorate,  
U.S. Personnel Programs Division

SUBJECT: Request to Appoint a Retired Military Member  
Within 180 Days of Retirement

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1. Candidate's Name: (Last, First, Middle Initial)

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2. Proposed Position Title, Pay Plan, Series, Grade, Step, and  
Salary: (If salary is covered by a special rate, include  
appropriate salary table number.)

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3. Organizational Location and Official Duty Station:

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4. Legal Appointing Authority (e.g., OPM Certificate of  
Eligibles, excepted service appointment, reinstatement  
eligibility, OPM direct authority, etc.):

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5. Justification for appointment:

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6. Certification: I have reviewed the basis for the recommended appointment and have assured myself that this request is in compliance with (a) the Deputy Assistant Secretary (Civilian Personnel Policy) memorandum, dated 14 September 2000, Delegation of Authority to Approve Appointments of Retired Members of The Armed Forces Within 180 Days After Retirement, and (b) 5 USC 3318 AND 3326.

<hr/> Date	<hr/> Personnel Management Specialist Civilian Personnel Advisory Center
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7. CPOC concurrence:

<hr/> Date	<hr/> Personnel Management Specialist Civilian Personnel Operations Center
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8. Action:      Approved \_\_\_\_\_      Disapproved \_\_\_\_\_

<hr/> Date	<hr/> ALICE K. WARD Chief, U.S. Personnel Programs Division
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Attachments



